



AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ASSISTANT CONSULTANT IN TEACHER PREPARATION OPEN

SALARY RANGE: Range A \$4031 - \$4896
Range B \$4867 - \$5914

CONTINUOUS TESTING: This is an Open examination. Supplemental Applications will be continuously accepted, no final filing date. The required examination material (see "HOW TO APPLY") will be scored and applicants notified on a continuous basis.

WHO CAN APPLY: Applicants who meet the Minimum Qualifications may apply for and take this examination at anytime. Competitors who have taken the examination and did not attain a minimum rating of 70.00%, may not reapply for 12 months.

HOW TO APPLY: To learn more about the examination, testing arrangements, and required Supplemental Application form, contact the testing office shown below. Supplemental Applications are available and must be filed in person or by mail with:

California Commission on Teacher Credentialing
Attention: Human Resources Section
1900 Capitol Avenue
Sacramento, CA 95814-4213
<http://www.hbrida@ctc.ca.gov>

**Do not submit a State Examination Application
STD 678.**

**DO NOT SUBMIT APPLICATIONS AND/OR
SUPPLEMENTAL APPLICATIONS TO THE STATE
PERSONNEL BOARD.**

SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, mark the appropriate box on Page 5 of the "Supplemental Application." You will be contacted to make specific arrangements.

**REQUIREMENTS FOR ADMITTANCE TO THE
EXAMINATION:** Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Pattern" I, "or" II. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your Supplemental Application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All Supplemental Applications must include "To" and "From" employment dates (month/day/year) and time base. Supplemental Applications received without this information will be rejected for incomplete information.

Minimum Qualifications:

Pattern I

Two years of teaching experience which shall have included participation in one or more of the following: school or

district committees, professional education associations or similar organizations; or the development of major curricula or programs.

Or Pattern II

One year of experience in one or a combination of the following: administrative or teaching experience in teacher education at the college or university level; directing or conducting research related to teaching, schooling, teacher education, or program planning; and/or administrative, supervisory, or equivalent staff level experience in a public school district.

And

Credential Requirement: Possession of a valid California teaching credential or credential or life diploma of equivalent authorization.

(Possession of an earned master's or doctorate degree, from an accredited institution, or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310(b), may be substituted for the required credential.)

(Applicants who do not meet the credential requirement will be admitted to the examination, but must meet the requirement before they will be considered eligible for appointment.)

NOTE: Applicants **must** show their credential number, title, and expiration date on their Supplemental Application.

THE POSITION: Assistant Consultants perform the less complex or sensitive consultative, analytical, and research assignments related to professional education preparation program development, approval and evaluation, and/or examination development and evaluation. Specifically, Assistant Consultants screen program documents from colleges and universities on the basis of Commission standards and requirements; review and evaluate program proposals for content, method, design, testing instruments, etc.; advise colleges and universities regarding program approval; facilitate communications, except for those that are the most sensitive, between evaluation team members and representatives of the institutions whose programs are being evaluated; in all but the most sensitive competitions, communicate with competitors, professional associations, and educational institutions regarding the decisions to be made in response to submitted tests and proposals; assist consultants in conducting research; analyze the quantitative and nonquantitative results of studies conducted by the Commission; summarize the results of studies conducted elsewhere; review and evaluate examination proposals based on criteria established by consultants in requests for proposals; review and evaluate examination proposals for things such as method, security, validity and bias; assist consultants in representing the Commission before various organizations concerned with professional education preparation; analyze policy issues; and perform other related work. The Assistant level may be used as a training level for the Consultant in Teacher Preparation classes or as a

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ASSISTANT CONSULTANT IN TEACHER PREPARATION
EU70-2617

FINAL FILING DATE: CONTINUOUS
EXAMINATION CODE: 10103EB

permanent level for the less complex or sensitive assignments or functions. Assignments at the Assistant level vary according to the backgrounds and expertise of the incumbents and the needs of the department. All positions are located in Sacramento only.

EXAMINATION INFORMATION: A candidate may apply and be tested only once in a 12-month period.

This examination utilizes an evaluation of each candidate's experience and education and personal development, and is designed to elicit the candidate's abilities as demonstrated by quality and breadth of experience, measuring competitively each candidate's knowledge, abilities, and potential to effectively perform the duties of the classification (weighted 100%). For this reason, it is especially important that each candidate take special care in accurately and completely filing out their Supplemental Application. List all experience relevant to the "REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION" shown on this announcement, even if that experience goes beyond the seven-year limit allowed on the Supplemental Application. Supplementary information will be accepted, but read the "REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. Hiring interviews may also evaluate the following:

SCOPE:

- A. Knowledge of:
 1. Current laws and trends in teacher education in California.
 2. Organization and structure of California teacher education.

3. Curriculum trends and teaching practices in the California public schools and the legislative process in California.
- B. Ability to:
 1. Interpret and apply provisions of the California Education Code and the policies and regulations of the California Commission on Teacher Credentialing.
 2. Analyze policy issues in teacher education and prepare recommendations.
 3. Analyze legislation and its fiscal impact on the Commission.
 4. Perform in an independent and creative manner.
 5. Speak effectively and write clear, concise reports.
 6. Utilize effective techniques in human relations.
 7. Analyze situations accurately and take effective action.

ELIGIBLE LIST: An eligible list will be established for the California Commission on Teacher Credentialing. Names of successful candidates are merged into the eligible list in order of final scores, regardless of test date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Competitors with list eligibility may retest after their eligibility expires.

CAREER CREDITS: This is an open examination, applications will not be accepted on a promotional basis. Career credits do not apply.

VETERANS PREFERENCE: Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Commission on Teacher Credentialing, Human Resources Section at (916) 322-6199, six weeks after filing if he/she has not received a progress notice.

Supplemental Applications are available at the Department noted on the front.

If you meet the requirements stated on the front, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this examination, and all candidates who pass will be ranked according to their scores.

The California Commission on Teacher Credentialing reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examinations Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted for open entrance examinations it is as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference points are on the Veteran Preference Application, form 1093 which is available from the State Personnel Board and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement

The California Commission on Teacher Credentialing does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Mary Butera, Manager, Human Resources Section, 1900 Capitol Avenue, Sacramento, CA 95814-4213, has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, are available from the ADA Coordinator.

**California Commission on Teacher Credentialing
Human Resources Section - 1900 Capitol Avenue
Sacramento, CA 95814-4213 Telephone (916) 322-6199**

California Relay (Telephone) Service for the Deaf or Hearing-Impaired: From TDD phones: 1-800-342-5966 or From Voice phones: 1-800-342-5833
TDD is Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TDD device.